CAN YOU RISK IT?

Community RiskBase

User's Guide

Introduction

It is important to have the right tools for the job. So, to help you to record and report on the risks associated with your day-to-day activities, RiskCover has developed **Community RiskBase**.

This resource is also available to download online from www.icwa.wa.gov.au

It is a simple resource made even easier because we have based it around *Microsoft Excel*. Most community groups that have access to computers for administration will be familiar with *Microsoft Excel*, which means you may already have a head start on your risk management process.

Community RiskBase has been developed to complement the five step risk management process outlined in *Can You Risk It? An introduction to risk management*.

1. Establish the context.
2. Identify risk.
3. Assess Risks.
4. Treat risks.
5. Ongoing monitoring and review.

It also supports the Australian / New Zealand Standard 4360:1999 – Risk Management.

The database is made up of five options that include:

- A data entry form that allows you to enter your relevant data;
- A form to edit and update the Qualitative Consequence And Likelihood Risk Reference Tables; and
- Three reports:
  - Risks by Level of Risk;
  - Risks by Action Status; and
  - Risks by Activity/Event.

RiskCover does not claim that Community RiskBase is a finished product, nor does it accept any liability resulting from the use of the database. It is on this basis that Community RiskBase is made freely available to community groups. You are then able to develop the database, as required, to meet your specific requirements. RiskCover does not offer any ongoing support or training in either Community RiskBase or *Microsoft Excel*.

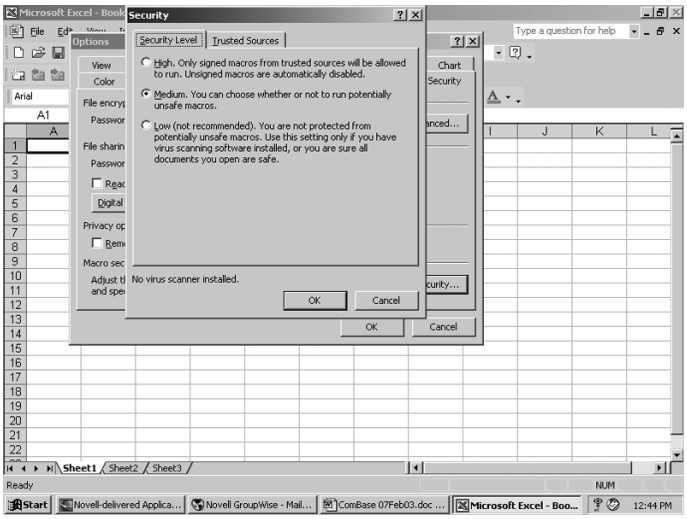
Using your Community RiskBase package

Main Menu

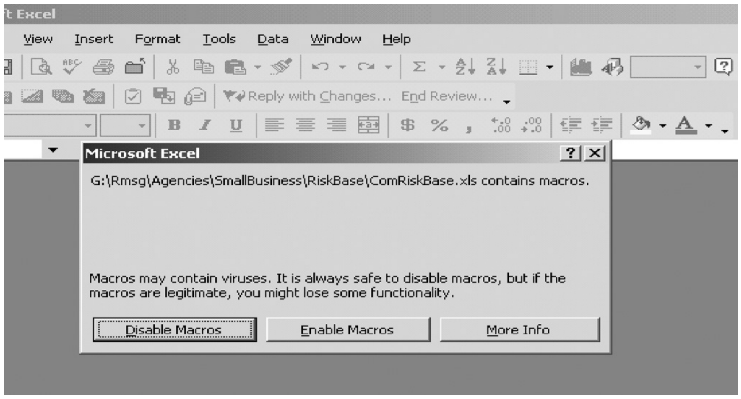
Please check the security setting in *Microsoft Excel* by following the procedure given below to ensure optimum performance of the Community RiskBase:

1. Click on "Tools" in your Toolbar
2. Select "Options"
3. Select "Security"
4. Select "Macro Security"

On completion of the above the following screen will be displayed:


Security
Security Level
Trusted Sources
High. Only signed macros from trusted sources will be allowed to run. Unsigned macros are automatically disabled.
Medium. You can choose whether or not to run potentially unsafe macros.
Low (not recommended). You are not protected from potentially unsafe macros. Use this setting only if you have virus scanning software installed, or you are sure all documents you open are safe.
No virus scanner installed.
OK
Cancel

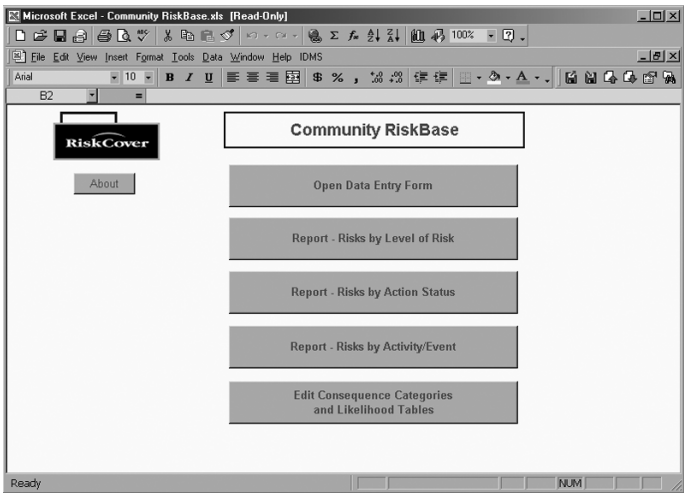
1. If your security is set at High, then on opening Community RiskBase Excel database your system will automatically disable the macros and hence, you will not be able to use the database.
2. If your security is set at Medium, then on opening Community RiskBase excel database will display a message box as shown below: Click Enable Macros



3. If your security is set at Low, then on opening Community RiskBase Excel database the system opens the database automatically enabling all macros.

Main Menu Screen

The main menu screen will be displayed as shown below. You will see that there are five main menu options.



There is also an "About" button which contains all of the *Conditions of Use for Community RiskBase*. You should read this information carefully.

Before you start to identify risk, it is important to establish the context (Step 1 in the Risk Management process). To do this, you must set the Risk Reference Tables by defining the Qualitative Measurement Criteria for Consequences and Likelihood.

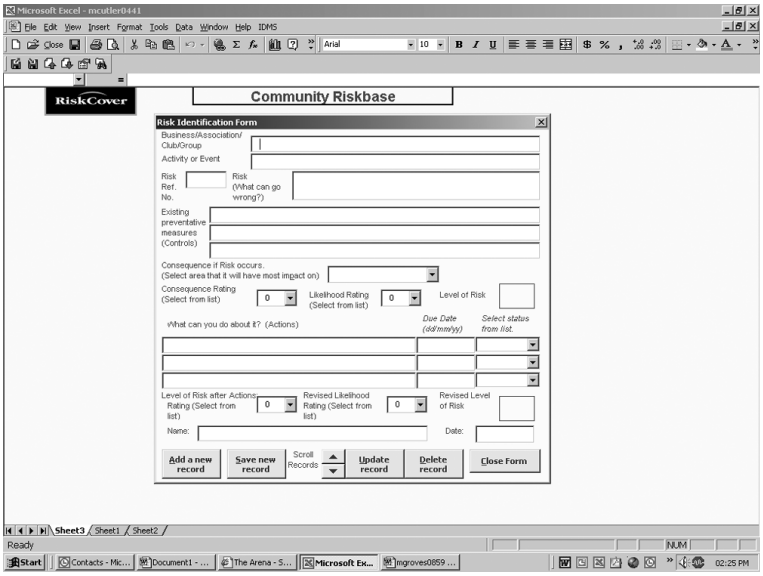
Click on ***Edit Consequence Categories and Likelihood*** button and follow steps as described on pages 32 to 33.

Throughout each step it is essential that there is consultation and communication with those within your organisation who are involved in its functions, activities and events.

1 Open Data Entry Form

This button opens up the data entry form. If you are entering your first record in this database, all of the fields will be blank. If you have previously entered records, you will have to choose from the following five options:

1. **Add a new record** will give you a blank Risk Identification Form.
2. **Save new record** will save the new record that you have just entered.
3. **Scroll records – Update record** will enable you to scroll through the database to find a previously entered record and amend the data contained within that record.
4. **Delete a record** will delete the current record that you are viewing.
5. **Close Form** will take you back to the Main Menu.



Data Entry Form

The Data Entry Form has the following fields that need to be filled:

Business/association/ club/group:	This is simply the name of your club or group.
Activity/Event:	A description of the particular activity or event you are undertaking.
Risk Reference number:	Allocate each risk a unique identification number.
Risk:	Describe what might prevent you from successfully completing the activity or event.
Existing preventative measures:	List what you currently do to prevent this risk.
Consequence if risk occurs:	Select consequence category from the drop-down list. ***NOTE:*** *You must select the consequence category before you select the consequence rating.*
Consequence rating:	Select from the drop-down list. Select a rating that reflects the severity of the risk event.
Likelihood rating:	Select a rating that reflects the probability of this risk event happening.
Level of Risk:	This automatically calculates multiplying consequences and likelihood, so your risks sit on a scale of 1–25. 1 = lowest 25 = highest
What can you do about it? (Actions)	For risk levels determined as unacceptable, what else can you do to reduce this level of risk?
Due Date:	Please enter a date by which the action needs to be completed in day/month/year (dd/mm/yy) format.
Status of Action:	Select from the drop-down list where you are up to with your action.
Revised Consequence Rating:	Select a rating now taking into account the Actions "What can you do about it?"
Revised Likelihood Rating:	Select a rating now taking into account the Actions "What can you do about it?"
Revised Level of Risk:	The revised ratings will automatically calculate the "Revised Level of Risk" and you will have to decide whether this level of risk is acceptable for this activity. If not, you should revisit "What can you do about it" and see what else you might look at doing to reduce the level of risk to an acceptable level. If the level of risk remains unacceptable then you will have to decide whether you continue with the Activity or Event.
Name:	Please enter the name of the person who has identified and assessed the risk.
Date:	Please enter the date on which risk was identified/entered in the database.

Once you have entered your data click **Save New Record**.

2 Report – Risks by Level of Risk

When you click this button the risks are sorted with the highest risk at the top.

Activity/Event	Risk Ref No.	Risk (What can go wrong?)	Level of Risk	Action-1	Action-2	Action-3	Predicted Level of Risk
Human Resources	1.1.2	Loss of a key management resource	12	Business adviser	Succession planning		4
Facilities and equipment management	3.1.1	Inadequate site security at facilities	12	Maintenance program			4
Facilities and equipment management	3.1.2	Inadequate instruction/ guidance on safe use of equipment	12	Supervision and monitoring			6
Budget	5.1.1	Grossly under/over estimate income and expenditure of Association	12	Supervision and monitoring	Refresher course		2
Health and Safety	4.1.1	Non-compliance of OSH Act, Standards	9	Monitoring			2
Finance	2.1.1	Non-compliance with FAAA	6	Business adviser			4

3 Report – Risks by Action

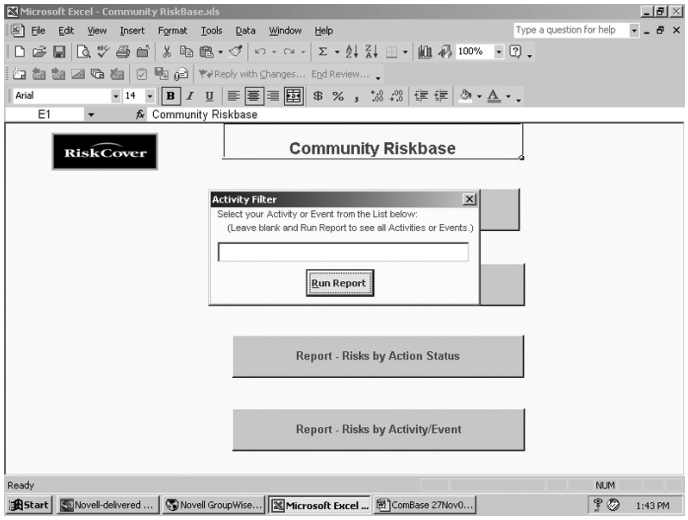
This button sorts the risks by status of action, starting with the actions in progress followed by actions completed.

Activity	Risk Ref No.	Risk	Action-1	Due Date-1	Status-1	Action-2	Due Date-2	Status-2	Action-3	Due Date-3	Status-3
Financial	2.1.1	Non-compliance with FAAA	Business adviser	20/12/02	In progress						
Facilities and equipment management	3.1.1	Inadequate site security at facilities	Maintenance program	15/12/02	In progress						
Facilities and equipment management	3.1.2	Inadequate instruction/ guidance on safe use of equipment	Supervision and monitoring	11/11/02	In progress	Refresher course	15/01/03	In progress			
Human Resources	4.1.1	Non-compliance to OSH Act, Standards.	Monitoring	20/1/03	In progress						
Budget	5.1.1	Grossly under/ over estimate income and expenditure of Association	Supervision and monitoring	20/1/03	Completed						
Budget	1.1.2	Loss of a key management resource	Business adviser	01/10/03	In progress	Succession planning	15/01/03	Completed			

4 Report – Risks by Activity/Event

This button gives you the choice of viewing the report by all Activities/Events or a specific Activity/ Event.

If you wish to view the report for a specific activity, you must type in a specific activity/event in the Activity Filter box and select Run Report. If you run a report without typing in a specific activity/event the whole report is sorted by Activity/Event in alphabetical order.


Microsoft Excel - Community RiskBase.xls
Community Riskbase
RiskCover
Community Riskbase
Activity Filter
Select your Activity or Event from the List below:
(Leave blank and Run Report to see all Activities or Events.)
Run Report
Report - Risks by Action Status
Report - Risks by Activity/Event
Ready

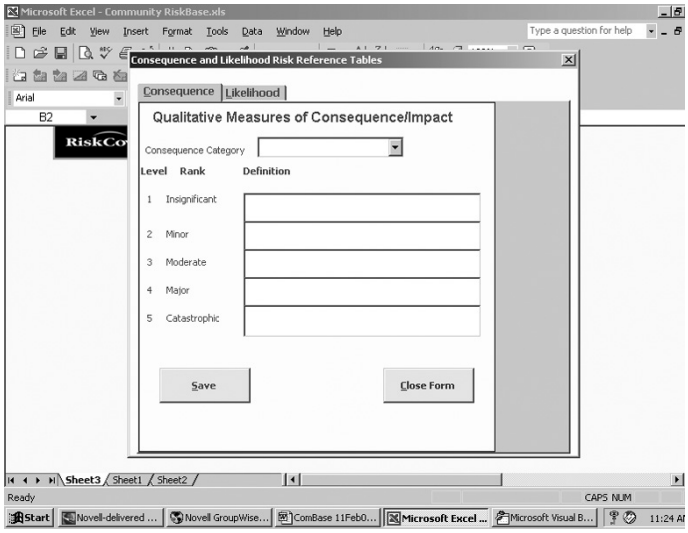
Report Sample – Risks by Activity / Event

Activity	Risk Ref No.	Risk	Level of Risk	Action-1	Due Date-1	Action-2	Due Date-2	Action-3	Due Date-3	Revised Level of Risk	Name	Date
Financial	2.1.1	Non-compliance with FAAA	6	Business adviser	20/12/02					4	PQR	13/2/03
Facilities and equipment management	3.1.1	Inadequate site security at facilities	12	Maintenance program	15/12/02					4	PQR	15/1/03
Facilities and equipment management	3.1.2	Inadequate instruction/ guidance on safe use of equipment	12	Supervision and monitoring	11/11/02	Refresher course	15/1/03			6	MNO	20/3/03
Human Resources	4.1.1	Non-compliance to OSH Act, Standards	9	Monitoring	20/1/03					2	XYZ	19/1/03
Budget	5.1.1	Grossly under/ over estimate income and expenditure of Association	12	Supervision and monitoring	20/1/03					2	XYZ	13/2/03
Budget	1.1.2	Loss of a key management resource	12	Business adviser	01/10/03	Succession planning	15/1/03			6	MNO	15/1/03

Signature:..... Date:.....

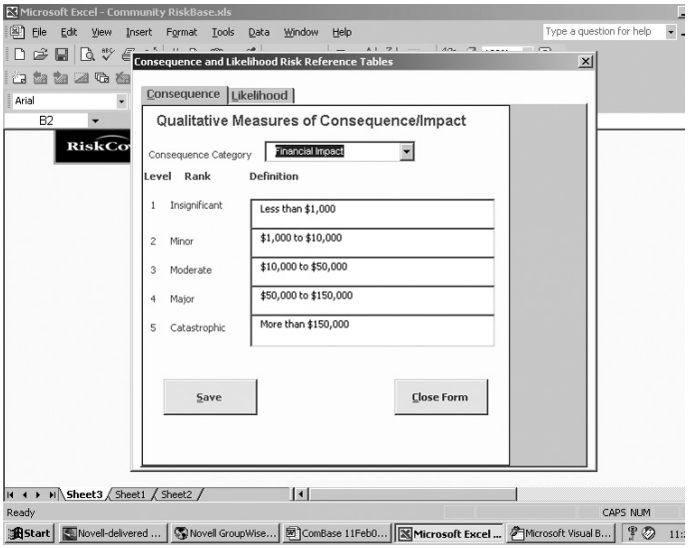
5 Edit Consequence Categories and Likelihood Tables

This is the first step in the risk management process that you need to complete before you start to identify risks. When you click on ***Edit Consequence Categories and Likelihood Tables*** button, you have the choice of changing the Definitions of the Qualititative Measures of **Consequences** and Frequency of **Likelihood**. Examples are displayed below.



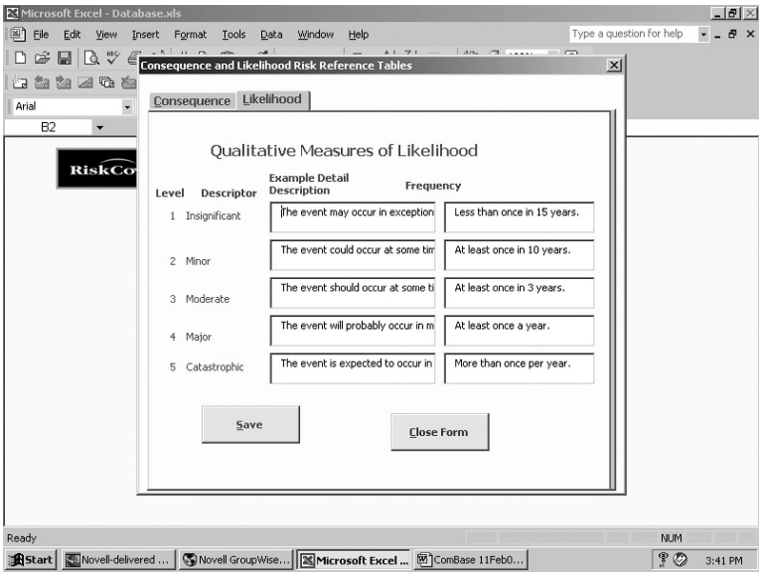
To change Consequence Definition:

If you wish to change **Consequence**, click on the ***Consequence Tab*** located at the top left hand corner of the form. This will display the sample qualitative measurement criteria set for Consequence Category. Please select a Consequence Category from the drop down list and you may change it to meet your group's measurement criteria. For example, we have selected "Financial Impact" in the Consequence Category box and modifications may be made in the "Definition" box as displayed below. You may wish to change the values based on your Agency's budget. Once you have made your modifications, ***please click on the Save button***. When you click on the Save button a message box will ask you to click OK if you wish to save the changes. If you click no another message box will be displayed asking you whether you wish to clear the form.



To change Likelihood Frequency:

Select the ***Likelihood Tab*** if you wish to make changes to this category. This will display the sample qualitative measurement criteria set for Likelihood – Description and Frequency. You may modify the Likelihood measurement criteria – the probability/frequency to meet your group's measurement criteria. Once you have made your modifications, ***please click on the Save button***. When you click on the Save button a message box will ask you to click OK if you wish to save the changes. If you click no another message box will be displayed asking you whether you wish to clear the form.

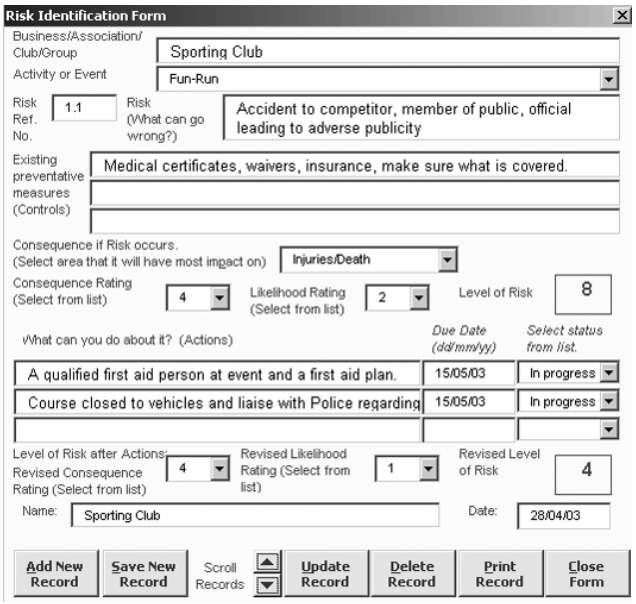


Case Study

A sporting club undertakes a number of activities or events during the course of the year including:

- a Fun-Run
- a Clubrooms upgrade
- a visit to Country Week
- a Raffle

For each activity or event the committee of the sports club has completed a risk analysis (refer example below regarding a fun-run activity) where they have:



1. Identified the risks associated with the specific activity or event, e.g. ***Accident to competitor, member of public, official leading to adverse publicity.***
2. Identified what *existing preventative measures* are currently in place, e.g. ***medical certificates, waivers, insurance***.
3. Identified the potential consequences or impacts of this risk happening i.e. ***injuries/deaths, financial impacts, etc.***
4. The committee has discussed the potential consequences of the risk in terms of the consequence rating tables and agreed on the the potential consequences of this risk. ***(Consequence Rating – 4)*** In addition the committee considers how likely this event is with that level of consequence. ***(Likelihood Rating – 2)*** The multiplication of the two entries gives the risk a ***Level of Risk*** of 8.
5. The committee has then looked at the risk and its level of risk and considered if there is anything else that can be done to reduce the consequences or likelihood of this risk. They decided to have:

   a. A qualified first aid person at event and a first aid plan; and
   b. Course closed to vehicles and liaise with Police.

   The ***Revised Level of Risk*** after adding these controls was then determined as 4, derived from a ***Revised Consequence Rating*** of 4 and a ***Revised Likelihood Rating*** of 1.

Once a risk analysis has been completed for a number of activities/events, a report can be generated to show the risk issues associated with all of the activities/events of this sporting club. This report is sorted by "Level of Risk" to show the priority items, the actions being taken and a "Revised Level of Risk" after the actions are implemented.